

NOTICE TO ALL EMPLOYEES AND APPLICANTS

In accordance with Equal Employment Opportunity Commission (EEOC) regulation, Title 29 Code of Federal Regulation (CFR) Part 1614, the following procedures apply:

Any employee or applicant for employment who believes that they have been discriminated against because of their race, color, religion, national origin, sex, age (40 or over), mental or physical handicap, sexual orientation, or reprisal for having participated in protected EEO activity **MUST** contact an EEO Counselor and initiate informal counseling prior to filing a formal Complaint of Discrimination.

An aggrieved person **MUST** contact an EEO Counselor **within 45 days** of the date the alleged discrimination happened or, in the case of a personnel action, **within 45 days** of the effective date of that personnel action.

Once informal counseling begins, the EEO Counselor has **30 days** to conduct an informal inquiry into the matter and attempt to bring the parties to an amicable resolution, unless both parties agree to extend the counseling for a period of not more than 60 days.

For more information or to initiate informal EEO counseling, contact either of the following people:

Debie Chivers, EEO Manager, at (208)387-5454

Laura Barclay, EEO Specialist/EEO Counselor, at (208)387-5711

Bureau of Land Management
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705